

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 11 February 1953

FROM : Asst. Chief, Space, Maintenance & Facilities Division

SUBJECT: Monthly Report *for Jan*

1. Space Acquisition and Utilization Branch.--

a. Compared to last month, a few revisions appears in the space assigned to various offices due to occupancy of new quarters by certain divisions and reassignment of the vacated space to other divisions. However, the net total figure of 1,122,687 square feet remains the same. (See Appendix "A").

b. The latest information from PBS indicates that Curie Hall and Building #32 will probably be available around 31 March 1953.

2. Building Maintenance and Utilities Branch.--

a. The matter of revising the weekly reporting of this Branch in that the report of operations is practically a duplication of the Work Volume Report was discussed with the Deputy Chief, Office of General Services. In this connection, indications are that a saving of several man hours will be effected in the preparation and typing of weekly reports.

The Telephone Section's current report appeared in two sections but will be consolidated in the future.

b. Requests for Services.--

(1) Requests received this month totaled 254 which compares with 246 received in December 1952.

(2) Reimbursable work orders submitted to PBS was 162--14 more than December 1952.

(3) Non-reimbursable work orders submitted to PBS was 514--approximately the same number submitted during December 1952.

c. Protection.--There was an increase of nine (9) reimbursable guard posts over last month.

d. Amounts Paid to PBS.--Approximately \$34,400 was paid for alterations, etc. against encumbered work orders as compared to \$56,240 paid during December 1952.

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SECURITY INFORMATION

Chief, General Services

-2-

11 February 1953

e. Moving Activities.--

(1) There were eight (8) space moves this month. The same number of moves were made during December 1952.

(2) The number of personnel moved was 123 compared to 247 for December 1952.

(3) The man hours by GSA laborers was 2,372--this is 140 less than December 1952.

(4) Moving cost was \$5,540 as compared to \$4,778 for December 1952.

f. Uncompleted Work Orders.--There was an increase of 61 work orders in the 30--120 day age group over December, however, there was a decrease of five (5) in the 120 day group. (See Appendix "B").

3. Telephone Section.--

a. Telephone Charges.--

(1) December charges were \$34,822.20--an increase of \$93.56 over November 1952.

(2) \$40,000 has been estimated for service charges to be rendered during February 1953.

b. Local Calls.--The number and cost of outside local calls were 135,835 and \$4,756.23 respectively--an increase of 1,043 calls and \$36.51 over November 1952.

c. Installation Charges.--

(1) Non-recurring installation charges for station equipment increased \$435 over November 1952.

(2) Recurring rental charges of new station equipment, less disconnected equipment, amounted to \$296.55 compared with \$497.97 for November 1952--a decrease of \$201.32.

(3) Non-recurring move or relocation charges were \$1,443--an increase of \$888 over November 1952.

d. Requests.--There were 82 requisitions for telephone equipment moves, changes, terminations and additional equipment processed during January 1953--an increase of 16 requests over December 1952.

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SECURITY INFORMATION

Chief, General Services

-3-

11 February 1953

e. Branch Lines.--There were 183 available branch lines as of January 1953--a decrease of nine (9) lines since December 1952.

f. Unlisted Lines.--There was no change in the number of 124 private unlisted lines. (See Appendix "C").

4. Motor Pool Branch.--

a. Shuttle busses, passengers carried 33,369--an increase of 2,902 over December 1952.

b. Daily average of bus passengers 1,589--December average was 1,502.

c. Pool cars, total mileage 4,824--an increase of 44 over December 1952.

d. Average mileage on pool cars per day 230--December average 228.

e. Passenger cars, total mileage 50,203--an increase of 27 miles over December.

f. Shuttle busses, total mileage 14,819--an increase of 210 over December 1952.

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Attachments:

Appendices A, B and C

GENERAL SERVICES OFFICE

SPACE UTILIZATION

January 1953

<u>ACTIVITY</u>	<u>BUILDING</u>	<u>SQUARE FEET</u>	<u>TOTAL SQ. FT. PER ACTIVITY</u>
1. Director of Central Intelligence			6,590
	Administration	4,929	
	Central	1,057	
a. Inspector General	Administration	604	
2. Deputy Director (Intelligence)			293,143
	Administration	1,025	
a. ONE	South	9,940	
b. OSI	Que	1,225	
	Building M	24,520	
c. ORR	Central	1,630	
	Que	8,720	
	Building M	33,771	
	Building 11	14,266	
		23,662	
		6,615	
		7,198	25X1A6a
d. OIC	Building M	1,436	
e. OCI	Que	38,545	
f. OCD	Que	1,538	
	Building M	8,377	
	Building 14	7,720	
	Building K	1,095	
	Alcott Hall	800	
	Riverside Stadium	39,650	
g. OO	South	13,555	
	Quarters Eye	11,605	
	Building Y	36,250	

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SECURITY INFORMATION

*For previous reports see
Monthly Reports on
Statistical Information
Admin. Service*

-2-

<u>ACTIVITY</u>	<u>BUILDING</u>	<u>SQUARE FEET</u>	<u>TOTAL SQ. FT. PER ACTIVITY</u>
3. Deputy Director (Plans)			290,714
	Administration	1,550 ✓	
	Building J	9,520	
	Building K	2,975	
a. FI	Building J	10,930	
	Building L	42,175	
	Recreation & Ser.	4,975	
b. PP	Building J	1,830	
	Building K	17,798	
c. PM	Building I	620	
	Building K	9,210	
	Building J	885	
d. TSS	North	4,500	
	Central	5,141	
	South	5,405	
	Quarters Eye	19,695	
		20,045	
		607	25X1A6a
e. FE	Building I	330	
	Building J	31,465	
	Building K	535	
f. WE	Building L	18,070	
g. EE	Building J	10,065	
	Building K	12,528	
h. SE	Building J	16,165	
i. NE	Building L	18,160	
j. SR	Building J	15,045	
k. WH	Quarters Eye	10,490	
4. Deputy Director (Administration)			389,550
	Administration	780	
a. Audit	South	860	
	Building I	2,230	

-3-

<u>ACTIVITY</u>	<u>BUILDING</u>	<u>SQUARE FEET</u>	<u>TOTAL SQ. FT. PER ACTIVITY</u>
b. General Services	North	2,815	
	Central	126	
	South	1,645	
	Rear of Que	1,387	
	Que	1,715	
	[REDACTED]	6,589	25X1A6a
	2210 E Street	76	
	Building I	8,335	
	Quarters Eye	100	
	[REDACTED]	1,095	25X1A6a
	826		
	468		
	49,850		
c. General Counsel	South	1,955	
	Building J	900	
d. Comptroller	Central	3,532	
	2210 E Street	2,547	
	Building I	22,300	
	Building J	935	
e. Personnel	North	8,596	
	Central	1,151	
	2210 E Street	5,746	
	Building I	20,635	
	Building J	1,250	
	[REDACTED]	2,931	25X1A6a
	9,788		
f. Procurement	North	1,595	
	South	65	
	Que	635	
	2210 E Street	374	
	Building I	2,430	
	Building J	1,565	
	Building L	355	
	Alcott Hall	2,000	
	Quarters Eye	19,007	
	[REDACTED]	18,585	25X1A6a
		42,866	
		20,000	
	51,413		
	20,980		

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SECURITY INFORMATION

-4-

<u>ACTIVITY</u>	<u>BUILDING</u>	<u>SQUARE FEET</u>	<u>TOTAL SQ. FT. PER ACTIVITY</u>
g. Medical	Central	5,630	25X1A6a
	Building M	314	
	Building 11	175	
	[REDACTED]	150	
	Building I	315	
	Building J	960	25X1A6a
	Building K	640	
	Quarters Eye	590	
	[REDACTED]	1,395	
	[REDACTED]	54	
	[REDACTED]	125	
	[REDACTED]	300	
h. Security	North	170	25X1A6a
	Administration	207	
	South	245	
	Que	440	
	Building M	142	
	Building 13	4,688	
	[REDACTED]	120	
	[REDACTED]	120	
	Building I	27,410	
	Building J	305	
	Building K	710	25X1A6a
	Building L	610	
	Quarters Eye	330	
5. Office of Training	Riverside Stadium	90	80,418
	Central	1,790	25X1A6a
	Rear of Que	1,326	
	Building I	11,165	
	[REDACTED]	14,024	
	[REDACTED]	3,930	
	Alcott Hall	9,160	
	[REDACTED]	35,239	25X1A6a
	[REDACTED]	3,784	
6. Office of Communications			47,898
	Building I	16,660	25X1A6a
	Building L	12,095	
	Alcott Hall	11,940	
	Quarters Eye	575	

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SECURITY INFORMATION

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<u>ACTIVITY</u>	<u>BUILDING</u>	<u>SQUARE FEET</u>	<u>TOTAL SQ. FT. PER ACTIVITY</u>
		1,865	25X1A6a
7. Unassigned			11,159
	North	981	
	Central	920	
	Alcott Hall	500	
		1,444	25X1A6a
		7,314	
8. GPO			3,215
	North	150	
	South	210	
	Building 7	2,061	
	Building 9	794	
9. PBS and Other (Includes Snack Rooms, Telephones, etc.)			27,696
	North	720	
	Central	1,447	
	Administration	220	
	South	2,055	
	Que	2,665	
	Building M	1,731	
	Building 13	160	
	Building 14	50	
		63	25X1A6a
	2210 E Street	462	
	Building I	3,740	
	Building J	2,015	
	Building K	1,650	
	Building L	1,250	
		1,015	25X1A9a
		175	
	Alcott Hall	300	
	Recreation & Ser.	265	
	Quarters Eye	1,511	25X1A6a
		170	
		47	
		640	
		240	
		1,110	
		3,995	
	NET TOTAL	CIA	1,122,687
	GROSS TOTAL		1,150,383

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SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 3 February 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Branch during the month of January 1952 and January 1953.

Volume:	<u>1952</u>	<u>1953</u>
1. Requests for services processed during month of January		
A. New Requests by memorandum or requisition	320	254
B. On hand prior to January 1	<u>18</u>	<u>14</u>
Total	338	268
C. Written orders placed with GSA	279	162
D. Number on hand no action as of 31 January	33	16
E. On hand 60 days or more and not yet submitted to GSA	3	0
2. Funds obligated (This section submitted January, April, July and October)		
A. First Quarter Encumbrances		
1. Routine alterations and installations	\$18,398.	\$18,625
2. Special Projects		
a. Renovations (6615-00)	\$80,930.	\$10,792
b. Renovations (Other)	<u>3,220.</u>	<u>75</u>
	\$84,150	\$10,867
3. Protective Services (GSA Guards)		
a. 185 reimbursable posts	\$65,428	\$102,180
b. Non-reimbursable posts		
4. Laborers and Trucks (From GSA)	<u>5,334</u>	<u>5,333</u>
Total Funds Obligated	\$70,762	\$107,513
3. Sums paid to GSA during January against orders encumbered in third quarter		
1. Alterations and Installations	\$32,367	\$29,288
2. Guards	56,547	100,049
3. Laborers and Trucks		3,141
4. Elevator	35	40
5. Firemen-Laborers		1,790
6. Janitor	39	111
7. Hot Plate		<u>27</u>
	\$88,988	\$134,446
4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	20	14
Verbal	300	500
B. Inter-Office memorandums	53	19
Inter-Agency letters	15	3

Chief, General Services

Page 2

3 February 1953

4. Work Load Status

C. Space moves during January

Total personnel moved

Man hours by GSA Laborers

Estimated cost

D. Number of Requests on which orders have been placed but work has not been completed.

30 days old 101

60 days old 72

90 days old 57

120 days old 19

Total 249

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159 123

1104 2372

\$1602 \$5540

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance and Utilities Branch DATE: 3 February 1953
 FROM : Chief, Telephone Section
 SUBJECT: Monthly Report

1. Noted hereon are charges for services rendered by the Chesapeake and Potomac Telephone Companies and the American Telephone and Telegraph Company for the month of December 1952.

Telephone Service Bill	\$25,047.06
Long Distance Bills	6,689.90
Private Outside and Operational Telephones	1,219.62
T.T. Channels, L.L.'s and TWX	1,441.49
Miscellaneous	<u>434.13</u>
	\$34,832.20

2. The following additional information is submitted for the month of December 1952.

a. Total number and cost of outside local calls placed over switchboard, Executive 3-6115.

No. of calls - 135,835 Cost - \$4,756.23

b. Non-recurring installation charges for station equipment - \$1,494.50.

c. Recurring rental of new station equipment less value of station equipment disconnected - increase \$296.65.

d. Non-recurring move or relocation charges for station equipment already in use - \$1,443.00.

3. Estimated Telephone Company premium overtime chargeable to this Agency for the month of December 1952.

Total Hours -- 0

Estimated Cost -- 0

4. Also, listed below are estimated amounts for services to be rendered during the month of February 1953.

Telephone Service Bill	\$27,000.00
Long Distance Bills	9,000.00
Private Outside and Operational Telephones	1,500.00
T.T. Channels, L.L.'s, P.L.'s and TWX	2,000.00
Miscellaneous	<u>500.00</u>
	\$40,000.00

5. A total of 82 requisitions for services were processed by this Section during the month of January 1953. These included requests for moves, changes of equipment, additional equipment, termination of equipment, etc. There are 183 unused branch lines available for use on the switchboard and there are 124 private unlisted telephone lines in use as of 3 February 1953.


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SECURITY INFORMATION

BUILDING MAINTENANCE AND UTILITIES BRANCH

WORK VOLUME

Telephone Section

1. Services rendered during December*	<u>1951</u>	<u>1952</u>
Telephone Service Bill	\$17,293	\$25,047
Long Distance Bills	6,558	6,690
Private Outside and Operational Telephones	945	1,220
T.T. Channels, L.L.'s, P.L.'s and TWX	1,513	1,441
Miscellaneous	174	434
	<u>\$26,483</u>	<u>\$34,832</u>
2. The following additional information is submitted for December *		
Number of outgoing dial calls	111,708	135,835
Cost	\$ 3,912	\$ 4,756
Non-recurring installation charges	\$ 786	\$ 1,494
Recurring rental of equipment - increase	\$ 249	\$ 297
Non-recurring move or relocation charges	\$ 325	\$ 1,443
3. The following additional information is submitted for January	<u>1952</u>	<u>1953</u>
Requisitions	95	82
Unused branch lines available	277	183
Private unlisted lines in use	98	124

*December 1951 and December 1952 figures were used for this report because bills are rendered one to two months in arrears.

*For previous reports, see file on
"Monthly Reports on Statistical Information - Admin.
Services"*

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